

South Dakota Review – Annual Contract

This will be an annual contract to print four issues (November 25th, February 25th, May 25th, and August 25th) of the South Dakota Review. These are “ideal” dates subject to scheduling adjustments. The contract shall be effective February 1, 2020 through January 31, 2021.

Item #1: South Dakota Review

Base Quantity: 500 copies per issue. Vendors, please note- Put the “Total” bid price within Mercury Commerce (your total price for quantity of 500 catalogs). Do not put an “Each” price in Mercury Commerce.

Note: The South Dakota Review has plans to initiate an annual contest this year, with the hope to raise the annual subscription base. This may entail an increased number of copies in the print run.

Number of pages: 96 pages. (This does not include the 4-page cover). South Dakota Review will on occasion run special double issues, in which two regular issues are combined into one at approximately double or slightly less than the standard page number.

Finished size: 9” x 9”

Cover Format:

Paper for cover: 10 point cast coated one-sided (C1S), a minimum of 10% post consumer content required.

Cover ink colors: 4 color process, plus color separation, and gloss lamination coating on outside covers.

Bleeds on cover: Yes, on all sides.

Inside Page Format:

Paper for inside: 60 # natural text paper, a minimum of 30% post consumer content required.

Inside ink colors: Standard black ink.

Bleeds on inside pages: No.

Folding/Perforations: No.

Binding: Perfect Bound.

Delivery of artwork: Cover and content provided at same time due to perfect binding.

Proof: Both electronic text proofs as well as hard copy proofs will be required for both magazine cover and inside content. All proofs must be in hard paper copy. Digital proofs are not sufficient. The hard copy proof will be considered the official proof. If printer requires return of hard paper proof copy, two hard paper proofs must be sent to the South Dakota Review so that they can retain one for review.

Dates: Publication dates will be quarterly: November 25th, February 25th, May 25th, and August 25th) of the South Dakota Review. These are “ideal” dates subject to scheduling adjustments.

Shipping Instructions: Ship magazines via carrier which will deliver directly to University of South Dakota English Department (inside delivery required) in Dakota Hall, Vermillion, SD 57069. Printer is responsible for paying shipping/freight costs for these deliveries.

Special Instructions:

1. Printing and binding on all issues to be done in-house by printer. No outsourcing to other presses.
2. One person should be designated by the printer as being in charge of all transactions with South Dakota Review. A consistent, reliable contact person with a telephone number and e-mail address is absolutely required.
3. The printer will be required to clarify the policy on what is required of South Dakota Review in order to officially authorize the print run.
4. Printer's policies on additional charges for implementing corrections to proofs must be explicitly stated and clarified.

Line Items 2-3: Additional Pricing:

Line 2: Provide pricing for an additional 100 copies.

Line 3: Provide pricing for additional 8 page increments.

Questions: Contact Missy Schuetzle at 605-773-4277 or Missy.Schuetzle@state.sd.us